



## **DEPUTY COMMUNITY SERVICES DIRECTOR – ARTS AND CULTURAL SERVICES**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To manage, direct, and coordinate the programs and activities of the Arts and Cultural Services Division including arts education, the Public Art Program, the Art in Private Development Program, the Tempe History Museum, and the Tempe Center for the Arts.

### **Supervision Received and Exercised:**

Receives general direction from the Community Services Director or from other city management staff.

Exercises direct supervision over professional, technical and clerical staff.

### **Essential Functions:**

Duties may include, but are not limited to the following:

- Recommend division goals and objectives; assist in the development of policies and procedures; develop and administer programs designed to meet the arts and cultural needs of youth; adults and families in the community.
- Direct, oversee and participate in the development of the Division work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Oversee and participate in the preparation of grant proposals; administer and monitor awarded grants.
- Prepare and implement the Division budget (General Fund, Municipal Arts Fund, Performing Arts Fund) participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

## CITY OF TEMPE

### Deputy Community Services Director – Arts & Cultural Services

- Select, train, motivate and evaluate personnel; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Serve as liaison to the Tempe Arts and Cultural Commission; translate goals, objectives and recommendations of commission into programs, projects and activities.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Provide technical assistance to staff, groups and agencies.
- Coordinate division activities with other city departments and outside agencies, organizations and boards.
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLogs as an electronic dialogue tool and communication resources for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Perform related duties as assigned

### **Minimum Qualifications:**

#### **Experience:**

Five years of professional experience in arts and/or cultural administration, including supervisory responsibility. Experience managing a performing arts center highly desirable.

#### **Education:**

A Bachelor's degree from an accredited college or university with major course work in arts administration, public administration, or a degree related to the core functions of this position. A Master's degree in arts administration is highly desirable.

#### **Licenses/Certifications:**

None

#### **Examples and Physical and/or Mental Activities:**

(Pending)

CITY OF TEMPE  
Deputy Community Services Director – Arts & Cultural Services

**Competencies:**

<http://www.tempe.gov/home/showdocument?id=26274>

**Job Code: 021**

**Status: Exempt / Unclassified**